



## REZONING WITH LARGE SCALE FUTURE LAND USE MAP (FLUM) AMENDMENT APPLICATION

Santa Rosa County Community Planning, Zoning & Development Division  
6051 Old Bagdad Highway  
Milton, FL 32583

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**\*\* FOR OFFICIAL USE ONLY \*\***

Application No. _____-R-_____	Date Received: _____
FEE: _____	Received by: _____
FLUM Designation: _____	Receipt #: _____
Proposed FLUM Designation: _____	Zoning District: _____
	Proposed Zoning District: _____

Always obtain a new application from the Community Planning, Zoning & Development Division, as it may have been modified. Most Current Revised Application – September 1, 2007. Please check with the Planning and Development Services Division to verify we are accepting applications.

All items on the application must be completed to prevent a delay of your request. Please include an application fee of \$1,500. This fee includes advertising cost, review fees and signs. You will also need to include \$1.46 x each property owner within a 500 feet radius of the property lines or fifteen hundred (1,500) feet radius if located within the Rural Protection Zone. This fee is for the required notification to adjacent property owners to be sent via certificate of mailing (see note below). Please contact the Property Appraiser's Office (6495 Caroline Street, Ste. K in Milton) (983-1880) to obtain the required printout and mailing labels for surrounding property owners at least one week in advance of your application submittal to ensure you receive them by the posted deadline date. Additionally, a pre-application meeting with Planning & Zoning Staff is strongly encouraged at least one month prior to submittal of your application.

**NOTE:** Exact fee amounts are determined upon application submittal to avoid excess fees that may result from duplicate mailing labels. Therefore, please do not calculate your fee until Planning & Zoning Staff verifies the specific amount due. Checks made payable to Santa Rosa County are due upon application submittal to the Planning & Zoning Division by close of business on the deadline date posted on the County website at [www.santarosa.fl.gov](http://www.santarosa.fl.gov) for the applicable public hearing. Credit Card payments are subject to a service fee.

I. Owner's Name and Home Address: (Please attach proof of ownership)

Telephone: ( ) Email (optional):

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Page 2 of 8

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing FLUM Category: \_\_\_\_\_ Proposed FLUM Category: \_\_\_\_\_

Size of Property (acres) requested for Rezoning: \_\_\_\_\_

Size of Property (acres) requested for FLUM Amendment \_\_\_\_\_

If the amendment is granted, the property will be used for:

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(Please be as specific as possible.)

#### **IV. AMENDMENT SUPPORT DOCUMENTATION**

At a minimum, the application shall include the following support data and analysis. These items are based on comprehensive plan amendment submittal requirements of the State of Florida, Department of Community Affairs, and policies contained in the Santa Rosa County Comprehensive Plan. Support documentation provided by the applicant will be used as a basis for evaluating this request. All applicants are strongly encouraged to utilize the services of a planning consultant to meet the data and analysis requirements of large-scale plan amendments. Applicable regulatory references, requirements and other useful information can be accessed at the Planning & Zoning link of the County's website at [www.santarosa.fl.gov](http://www.santarosa.fl.gov).

**A. General Information and Maps** (NOTE: If you are unable to generate the required maps, a fee will be assessed for maps obtained from the Planning & Zoning Office; such maps may not be altered by the end-user. Map requests should be made at least a few weeks prior to application submittal; further, the applicant is responsible for reproduction of the required number of copies per the checklist herein.)

1. Future Land Use Map showing the boundaries of the subject property, surrounding street network, and surrounding designated future land uses.
2. Existing Land Use Map of the subject property and surrounding properties.
3. Current Zoning Map of the subject property and surrounding properties.
4. Aerial Map showing the subject property and surrounding properties.
5. Maps of natural and historic resources located on the subject property and surrounding properties.

#### **B. Compatibility Analysis**

Discuss the compatibility of the proposed land use amendment with adjacent land uses

**C. Public Facilities Impacts** (NOTE: The applicant must calculate public facilities impacts based on a maximum development scenario of the current and proposed land uses).

1. Traffic Circulation Analysis – A traffic study with trip distribution is required.

The analysis is intended to determine the effect of the land use change on the Financially Feasible

Transportation Plan (Comprehensive Plan Map 4-3, Future Transportation Map Series, 20-year horizon) and on the Capital Improvements Element (5-year horizon). To this end, an applicant must submit the following information:

- a. Determine the maximum impact of proposed development for the subject property under the current Future Land Use designation and the Proposed Future Land Use designation.
- b. If the analysis indicates the Proposed Future Land Use designation will not increase the projected number of vehicle trips, no further analysis for the long range horizon is necessary.
- c. If the analysis indicates the Proposed Future Land Use designation will increase the projected number of vehicle trips, provide a projected capacity analysis for the impacted road segments for 2010 and 2020 year horizon.
- d. If the capacity analysis indicates available capacity to accommodate the projected impact, no further analysis is necessary. If the capacity analysis indicates that capacity is not available to accommodate the projected impact, the applicant should determine the scope and cost of improvements necessary to accommodate the development and the effect on the financial feasibility of the comprehensive plan.

2. Provide an existing and future conditions analysis for each of the following:

- a. Sanitary Sewer
- b. Potable Water
- c. Surface Water/Drainage Basins
- d. Solid Waste
- e. Parks, Recreation, and Open Space
- f. Schools

Analysis must include (but is not limited to) the following:

- Franchise Area, Basin, or District in which the property is located;
- Letter of availability from sanitary sewer and potable water providers;
- Current Level of Service (LOS), and LOS standard of facilities serving the site;
- Projected 2020 LOS under existing designation;
- Projected 2020 LOS under proposed designation; and
- Improvements/expansions currently programmed.

## **D. Environmental Impacts**

Provide an overall analysis of the character of the subject property and surrounding properties, and assess the site's suitability for the proposed use upon the following:

1. A map of the biodiversity hotspots
2. A map and description of the soils found on the property (identify the source of the information).
3. A topographic map with property boundaries and 100-year flood prone areas indicated (as identified by FEMA).
4. A map delineating wetlands and rare & unique uplands.
5. A map of the habitat and vegetative landcover
6. A map of the Strategic Habitat Conservation (as identified by Florida Fish & Wildlife Conservation Commission)

## **E. Impacts on Historic and/or Archeological Resources**

List all historic resources (including structure, districts, and/or archeologically sensitive areas) and provide an analysis of the proposed change's impact on these resources. The following should be included with the analysis:

1. A map of any historic districts and/or sites, listed on the Florida Master Site File, which are located on the subject property or adjacent properties. (as identified by the Florida Department of State, Office of Historical and Cultural Programs)
2. A map showing the subject property location on the archeological sensitivity map provided by the Planning and Zoning Department.

## **F. Internal Consistency with the Santa Rosa Plan**

1. Discuss how the proposal affects established Santa Rosa County population projections, and the total population capacity of the Santa Rosa Comprehensive Plan Future Land Use Map.
2. List all goals and objectives of the Santa Rosa County Comprehensive Plan that are affected by the proposed amendment. This analysis should include an evaluation of all relevant policies under each goal and objective.
3. Describe how the proposal affects adjacent local governments and their comprehensive plans.
4. Demonstrate why the proposed change does not constitute Urban Sprawl. Indicators of sprawl may include, but are not limited to: low-intensity, low density, or single-use development; 'leap-frog' type development; radial, strip, isolated or ribbon pattern type development; a failure to protect or conserve natural resources or agricultural land; limited accessibility; the loss of large amounts of functional open space; and the installation of costly and duplicative infrastructure when opportunities for infill and redevelopment exist.

**\*\*\*IMPORTANT NOTES\*\*\***

- (1) *Your application is not considered complete until **ALL** required information is received.*
- (2) *If you are requesting rezoning to a Planned Unit Development (PUD) or Planned Business District (PBD), you must submit a master plan per the checklist requirements of the Land Development Code, Article 6 (Section 6.05.12 for PUD, or Section 6.05.13 for PBD) with your application.*

**V. Notice Requirements**

The Planning Department will post a sign on the property prior to the public hearings. Letters stating the requested action(s) to be considered at the Local Planning Board and Board of County Commissioners' meetings will be sent via certificate of mailing by the Planning Department to all property owners within 500 feet of the subject property. As noted previously herein, the applicant is responsible for obtaining a printout and mailing labels from the Property Appraiser's Office indicating all property owners within 500 feet of the property; or fifteen hundred (1,500) feet if located within the Rural Protection Zone. The printout and labels must be submitted to the Planning & Zoning Office with this application. **Please note that the Property Appraiser's Office only provides this information; other questions about the application or the process must be directed to the Planning and Zoning Office.**

**VI. Review Procedure**

- A. Once an application has been deemed complete, County staff will review the application for consistency with the Comprehensive Plan and Land Development Code.
- B. The Local Planning Board will consider the request at a public hearing and make a recommendation to the Board of County Commissioners (BOCC). The BOCC will consider the Planning Board's recommendation at a subsequent public hearing. The applicant will be notified as to the date of the meetings. The applicant or his/her representative must attend these meetings.
- C. If approved by the BOCC, the proposed amendment is submitted to the Florida Department of Community Affairs (DCA) for review. If approved by the DCA, the BOCC will hold a public hearing to adopt the proposed amendment by ordinance. The ordinance is then submitted to the DCA and all other applicable state agencies for approval. If approved by the DCA, a Notice of Intent advertisement will be placed in a local paper. If no appeals are filed against the proposed amendment, the rezoning and plan amendment will become effective 21 days following the publication of the Notice of Intent advertisement if no challenge has been filed.
- D. Depending upon the specific proposed use, the applicant may be required to undergo Conditional Use Approval prior to submitting for site plan review. If Conditional Use approval is given or is not required, the applicant must apply for site plan review prior to obtaining any building permits.

**VII. Certification and Authorization**

- A. By my signature hereto, I do hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.
- B. I do hereby authorize County staff to enter upon my property at any reasonable time for purposes of site inspection.
- C. I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by County staff.
- D. If applicable, I do hereby authorize the agent described in Part II of this application to act on my behalf in all matters pertaining to this Rezoning with Future Land Use Map amendment petition.

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Applicant Name (Type or Print)

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Applicant Signature

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Title (if applicable)

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Date

**APPLICATION CHECKLIST**  
**REZONING WITH LARGE-SCALE FLUM AMENDMENT**

1. \_\_\_\_\_ Owner(s) Name, Home Address and Telephone Number
2. \_\_\_\_\_ Proof of Ownership
3. \_\_\_\_\_ Authorized Agent(s) Name, Address, and Telephone Number
4. \_\_\_\_\_ Agent Authorization
5. \_\_\_\_\_ Legal Description of Property (for parcel and/or specific portion thereof requested for change):  
Legal Description Attached \_\_\_\_\_  
Street Address \_\_\_\_\_  
Parcel ID Number \_\_\_\_\_  
Intended Use of Property \_\_\_\_\_
6. \_\_\_\_\_ Certified boundary survey of all property to be rezoned/amended (optional) (\*If rezoning to PUD or PBD, a master plan meeting the checklist requirements of LDC Article 6 is *required*.)
7. \_\_\_\_\_ Conceptual site plan of proposed development demonstrating compatibility with existing land uses (\*If rezoning to PUD or PBD, a master plan meeting the checklist requirements of LDC Article 6 is *required*).
8. \_\_\_\_\_ Jurisdictional Wetlands Survey (If applicable)
9. \_\_\_\_\_ Location and Analysis Maps \* (*Note: Please coordinate with the Staff Planner who will process your application concerning other maps required for submittal. If you are unable to generate the required maps, a fee will be assessed for maps obtained from the Planning & Zoning Office; such maps may not be altered by the end-user. Map requests shall be made at least a few weeks prior to application submittal. You will also be responsible for reproduction of the required number of maps (per Item 13 below).*)
10. \_\_\_\_\_ Signature of owner and agent (if applicable)
11. \_\_\_\_\_ Application Fee (calculated at the time of application submittal)
12. \_\_\_\_\_ Certified list of surrounding property owners within 500 ft. radius or 1,500 ft. if located within the Rural Protection Zone.
13. \_\_\_\_\_ Labels with the property owners' addresses (3 sets)
14. \_\_\_\_\_ Twenty (20) print copies of submittal package (including coversheet, maps, data and analysis, etc. as required herein), as well as one CD with all of the above information included, each document must be in a PDF format file. Please do not bind your submittal package as that material may be reproduced as needed.
15. \_\_\_\_\_ Copy of covenants and restrictions (if property is located in a platted subdivision).
16. \_\_\_\_\_ Availability Letters from Water and Sewer Provider
17. \_\_\_\_\_ School district written correspondence providing school capacity waiver or other accommodation (if residential development of more than 10 acres or more than 10 dwelling units per acre is proposed)